



BOARD OF GOVERNORS  
OF THE  
**FEDERAL RESERVE SYSTEM**  
WASHINGTON, D. C. 20551

ADDRESS OFFICIAL CORRESPONDENCE  
TO THE BOARD

July 24, 2019

Ms. Emma Best  
MuckRock News  
DEPT MR 73648  
411A Highland Ave  
Somerville, MA 02144

Re: *Freedom of Information Act Request No. G-2019-00188*

Dear Ms. Best:

This is in response to your email dated May 21, 2019, and received by the Board's Information Disclosure Section on May 22. Pursuant to the Freedom of Information Act ("FOIA"), 5 U.S.C. § 552, you request:

\*Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

1. The instruction to do so from the [a]gency, as well as any guidance from the senior leadership
2. Documents discussing proposals and procedures
3. Any legal guidance or analysis produced or acquired by the [a]gency in response to or as part of the creation of the FOIA office
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation

\* A copy of the agency's first perfected (successful) FOIA request

\* Copies of other FOIA requests filed before the FOIA request described above

\* Processing notes, search slips and response documents regarding the FOIA requests described above

\* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests

\* A copy of the agency's first successful FOIA appeal

\* Copies of other FOIA appeals received by the agency before the appeal described above

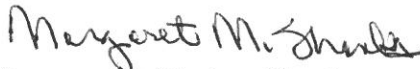
\* Processing notes, search slips and response documents regarding the FOIA appeals described above

\* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals

Staff searched Board records and consulted with knowledgeable staff but did not locate any documents responsive to your request. You may be interested to know that FOIA administrative records have a three year retention period, and FOIA case files have a six year retention period.<sup>1</sup> Accordingly, I am unable to provide you with the documents you seek.

If you believe that the determination that no responsive records exist is incorrect, you may appeal this determination by writing to Board of Governors of the Federal Reserve System, Attn: FOIA Appeals, 20th Street & Constitution Avenue NW, Washington, DC 20551; by facsimile to 202-872-7565; or electronically to [FOIA-Appeals@frb.gov](mailto:FOIA-Appeals@frb.gov). Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request.<sup>2</sup>

Very truly yours,



Margaret McCloskey Shanks  
Deputy Secretary of the Board

---

<sup>1</sup> See National Archives and Records Administration, General Records Schedule 4.2, available at <https://www.archives.gov/files/records-mgmt/grs/grs04-2.pdf>.

<sup>2</sup> Please note that you may also contact the Board's FOIA Public Liaison, Ms. Candace Ambrose, at 202-452-3684 for further assistance. Additionally, you may contact the Office of Government Information Services ("OGIS") at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of the Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, MD 20740-6001; e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770 or toll free at 1-877-684-6448; or facsimile at 202-741-5749.